# MOHF GRANT PROPOSAL REQUIREMENTS CHECKLIST

Grant applicants should review the **MOHF Grant Application Guidelines** prior to preparing proposal for submittal. Grant proposals must include a **Summary Application Form** as part of the proposal package.  Proposals should be no more than five pages and should also include:

## A.  Required Information (must be provided in the order listed below):

☐ *1.  Project Identification*
   o   Include:  Project Coordinator Name & Organization, Agency Sponsoring and Project Title.

☐ *2.  Funding Category Identification*
   o   Identify the fund distribution category as described in the **MOHF strategic plan** and provide explanation as to how this project best fits this category designation. **(CHOOSE ONE CATEGORY).** "The Board has the authority to move projects into a different category where deemed appropriate."

☐ *3.  Detailed Project Description and Background*
   o   Provide a detailed description of the project and a brief description of the project's background.

☐ *4.   Project Need*
   o   Describe the organizational, outdoor heritage, and environmental need for the project.

☐ *5.  Project Urgency*
   o   Describe the urgency of the project in terms of the timing and funding.

☐ *6.  Project Objectives*
   o   List the project objectives and describe how they will be accomplished.

☐ *7.  Project Outcome*
   o   Describe the output/outcome of the project and how it will be measured.

☐ *8.  Project Timeline*
   o   Provide a timeline of the project's activities.

☐ *9.  Communication Plans & Target Audience*
   o   Describe all plans for communicating the results of the project and how the organization will acknowledge MOHF's role in supporting the project. (Refer to **MOHF Grant Application Guidelines**, Awardee Responsibility Communications Section).

☐ *10.  Key Personnel*
   o   Identify key personnel and provide a brief description of their background and role in the project.

☐ *11.  Budget*
   o   **Budget Form** must be filled out and attached to the grant proposal.

☐ *12.  Partnership Letters of Understanding – (If Applicable)*
   o   Include letters of understanding from partners identifying their role and commitment in the project.

## B.  Optional Documents

☐ Letters of support, maps, photographs, diagrams, and other documentation that might be useful in describing the project.